

**Community Preservation Committee  
Meeting Minutes  
March 28, 2016**

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In attendance were:

Andrew Bengtson  
Mike Cayer  
David Levy  
Leslie Mayer  
JoAnn Robinson  
Clarissa Rowe  
Charles Tirone  
Eric Helmuth  
Richard Murray

Also in attendance:

Eve Margolis, Charlie Foscett, Brian Rehrig, George Parsons, John Griffin, and  
Joe Curro

\*Denotes those not in attendance

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1. **Review of CPA Collections for FY16** – Clarissa Rowe reviewed the CPA collections for FY16 to date. The Committee is working with Mike Morse in the Treasurer's Office to obtain monthly reports of the CPA tax collected and abated. Based on the tax collected and the projections for the end of the year, the Committee estimates it will have approximately \$1.3 million available for projects. The DOR is estimating 19% as the state match, to be received in November FY2017. We cannot include the extra CPA funds in the Governor's budget because that has not yet been confirmed. Therefore, the total amount available for Town Meeting will be \$1,547,000.
2. **Project Overviews:**
  - **Robbins Farm Park Renovation** – Leslie Mayer provided an overview of the Robbins Farm application. Discussion about the hillside slides, which is not included in this project scope and will need further maintenance discussions.
  - **Spy Pond Edge Protection and Erosion Control** – Charles Tirone provided an overview of the Spy Pond application. Charlie Foscett mentioned that the Capital Planning Committee spent a lot of money there about 15 years ago. What was done wrong? Leslie Mayer said the park was renovated but there was no focus on the pond's edge. This project is helping to preserve the areas that were invested in years ago and to stop further erosion.
  - **Whittemore-Robbins Carriage House** – JoAnn Robinson provided an update on the Carriage house application. Discussion of the extent of work and if the budget is large enough. Since the building is empty and this project aims to preserve the structure, the budget should cover this. If more work needs to be done that can be done during another phase.
  - **AHA, Drake Village Windows** – John Griffin provided an overview of the Drake Village application. AHA is leveraging other funds in order to fully fund the project. Applying for CDBG funds as well. If the CPA and CDBG funds are confirmed, the construction

documents can be done in about 1.5 months and AHA can go out to bid. Goal is to complete the project by the end of the season.

- **Kimball Farmer House** – David Levy provided an overview of the Kimball Farmer House application. Requesting \$200K for part of the project and leveraging other funds to complete it. This is both affordable housing and historic preservation. The project was already started but there were unforeseen costs, which has led them to request CPA funding to complete the project.
  - **Jason Russell House** – George Parsons provided an overview of this application.
  - **Old Schwamb Mill Barn** – Clarissa Rowe provided an overview of this project.
  - The Jason Russell House and Old Schwamb Mill applications need legal agreements with the Town before the committee can recommend them for funding because the facilities are not owned by the Town. The committee expects to hire a Preservation Lawyer to help with this. These projects may be ready for a future Special Town Meeting in FY2017 but not for Annual Town Meeting. Need to explain the public use/public benefit of those structures in order to use CPA money.
3. **Administrative Expenses** – The committee plans to reserve the maximum 5%. Whatever funds are not used for administrative expenses go directly back into the CPA fund for future projects. The committee is expecting to use these funds for administrative assistance, project management, and protecting the Town budget of unforeseen costs associated with the CPA process and projects. These funds will work as a reserve fund to support CPA expenses.
4. **Presentation to the Finance Committee** – Wednesday, March 30<sup>th</sup> at 7:35pm. Provide general information on the CPA and brief bios of each committee member. Include project descriptions and information on the administrative budget.
5. **Meeting adjourned.**